

Title: **CHIEF OPERATING OFFICER**

Salary Code: Band B
Effective Date: 10/01/15
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the General Manager/General Counsel, plans, organizes, and directs the day-to-day activities and operations of the District. This includes all activities of the Resources, Finance & Administration, and Operations & Maintenance Divisions; and limited activities of the General Manager Division, as necessary. This is an "at-will management" position in which the incumbent serves at the discretion of the General Manager/General Counsel.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, directs and reviews the work of the Resources, Finance & Administration, and Operations & Maintenance Divisions, and certain activities related to public affairs and community outreach, to ensure that the divisions' goals and objectives are being met in an effective and efficient manner.
2. Recommends and participates in the development and implementation of District goals, objectives, priorities, and policies.
3. Formulates, directs and reviews the implementation of specific divisional goals, objectives, priorities, and policies.
4. Develops, analyzes, interprets and administers District policies.
5. Implements systems and procedures required by District policies, Federal and State statutes, and/or regulatory agencies.
6. Develops and implements work and cost control standards and guidelines for the District.
7. Assists in the formulation and implementation of specific administrative policies and long-range plans for the District.
8. Supervises the preparation of ongoing and special studies and reports.
9. Renders decisions and provides general direction to staff.
10. Develops, administers, and controls divisional budgets.
11. Confers with other agencies and government representatives.
12. Meets with landowners and water users, and the public in general, as necessary, to represent the District's activities.

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13. Serves as District liaison or representative on committees, commissions, task forces, or at meetings.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Engineering, Public Administration, Business Administration, Accounting, Finance or a related field, **and** seven (7) years of experience in a water utility district or organization with increasing responsibility for managing a workforce.

Knowledge of:

- Applicable State and federal water and environmental laws.
- The operation of the Central Valley Project and/or the State Water Project.
- Principles of organization and management necessary to analyze, evaluate and direct a variety of programs, functions or systems.
- Resources planning and management for irrigation water, drainage, power generation and water conservation.
- Principles of governmental fiscal management, budgetary control, taxation, risk management, and public finance.
- Principles and practices of public personnel administration.
- Principles of a preventive and corrective maintenance program.
- Applicable provisions of the California Occupational Safety and Health Act and California General Industrial Safety Orders.

LICENSE, CERTIFICATE, OR CREDENTIAL

Professional certification and/or advanced education degree is desirable.

WORKING CONDITIONS

- Possess physical characteristics to perform the critical and important duties of the job.
- Work hours other than normal work schedule.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's license with a driving record acceptable to the District's automobile insurance provider is required.